## **DFM Preliminary Schematic Review Checklist**

Project Title:		
Project Number:		
Project Manager:		
The A/E acknowledges that the following information or status has been included package for Preliminary Schematic (PS) review by the Division of Facilities Mana document shall be reviewed without the following "Required" checklist items in Registered Professional in responsible charge for the project to confirm complia requirements. All "Recommended" and "Conditional" item status shall be indicated accordingly prior to bid.	gement. N itialed an nce with	No design or bid d signed by the DFM submittal
Required = Required for submission Conditional = DFM approval conditional on compliance prior to bid Recommended = DFM recommended prior to bid		
Transmittal Documents		<u>Initial</u>
Letter of Transmittal		
• A Letter of Transmittal identifying all items included in the submittal package and signed by the Registered Professional in responsible charge. ( <b>Required</b> )		
Information and Documents		<u>Initial</u>
<ul> <li>Kick-off Meeting Minutes – Approved (Required)</li> <li>Owner's Project Requirements – Approved (Required)</li> <li>Performance Criteria – Approved (Required)</li> <li>Schedule of Performance Proposed (Required)</li> <li>Design Narrative – Proposed (Required)</li> <li>Owner's Project Budget (Required)</li> <li>Preliminary Life Cycle Cost Analysis Documentation – (Required)</li> <li>Energy Model Documentation, as available – for Comment</li> <li>Study/Digital Models and Renderings as available – for Comment</li> </ul> Drawings & Specifications		
<ul> <li>Preliminary Schematic Design Level Sketches, Diagrams, &amp;/or Drawings—Proposed (Required)         <ul> <li>Cover Sheet / Drawing Index</li> <li>Symbols Legend, Abbreviations, &amp; Notes</li> <li>Architectural and MEP Sheets</li> <li>Preliminary Schematic Design Level Calculations</li> </ul> </li> <li>Preliminary Schematic Design Level Project Manual / Specifications (Require         <ul> <li>Project Title Page - Proposed</li> <li>Table of Contents - Proposed</li> <li>List of Drawings - Proposed</li> <li>Project Specific Division 00 Documents</li> </ul> </li> </ul>	<b>d</b> )	
<ul> <li>Division 01 - Proposed</li> <li>Division 02-49 Specifications, As Available</li> </ul>		

the Preliminary Schematic Design submittal package.	·	
Signed:	Company:	
Date:		
Having completed my review on(date), I return this document along with my review comments to the assigned Project Manager for inclusion in the Project File.		
Signed:	<u> </u>	
Project Engineer		

As the Registered Professional in responsible charge for this Project, I herewith affirm and attest that we are in full compliance with the requirements of this checklist and have included the necessary information with